NEW YORK STATE DEPARTMENT OF CIVIL SERVICE ANNOUNCES
Promotion Examination Open To
All Qualified Employees of the State University of New York

MINIMUM QUALIFICATIONS: On or before November 14, 2009, you must be a qualified employee of the State University of New York and have had three months of permanent competitive or 52-hr55-e service as a Campus Public Safety Officer. In addition, you must have successfully completed 60 semester credit hours (see note below). You MUST submit a course listing with your application showing that you meet this requirement (a formal transcript is not necessary now but may be required at time of interview).

Substitution: On or before November 14, 2009, candidates may submit an Honorable Discharge from the United States military after a minimum of two years of active military service for thirty (30) of the sixty (60) college semester credit hours required; indicate dates and branch of service in the experience portion of the application form.

Anticipated Eligibility: You can be admitted to this examination if you expect to meet the educational requirements by December 31, 2009. Indicate expected coursework completion dates on your course listing. By February 15, 2010, you must provide the Department of Civil Service with verification of successful course completion or your test results will not be scored and your application will be changed to disapproved.

If you were permanently appointed to a qualifying title on or before August 14, 2009, and have served continuously in this title since that date, you are eligible to file for this examination.

QUALIFYING EXPERIENCE FOR APPOINTMENT FROM THE ELIGIBLE LIST: After one year of the service described in the Minimum Qualifications, successful candidates will be qualified for appointment from the eligible list.

ORDER OF CERTIFICATION: The order of certification of this eligible list will be:
1. Within SUNY campus promotion units
2. To other SUNY campus promotion units

NOTES:
1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at http://www.cs.state.ny.us/jobseeker/degrees.cfm. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Alfred E. Smith State Office Building, Albany, New York 12239. Attention: $4MAS.
2. This examination is being held on a promotion and open-competitive basis. If you are admitted to the promotion examination under anticipated eligibility (i.e., you do not have the required one year of Qualifying Experience For Appointment From The Eligible List) and if you meet the open-competitive minimum qualifications, you may also be admitted to the open-competitive examination. To be admitted, you must apply for the open-competitive examination according to the instructions given on the open-competitive announcement. Once you meet the required one year of qualifying service for appointment from the promotion list, you will not be eligible for appointment from the open-competitive eligible list.
3. This examination has special minimum qualifications in addition to the usual “time in service requirement.” If you are filing on the Internet, please list all pertinent information online. If you are applying on examination application NYS-APP form, you must list all pertinent information on the application. Attach additional sheets if needed.
4. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
5. University Police Officers are public officers under state law. At appointment you must be a resident of New York State and at least 21 years old. University Police Officers must be qualified to hold such office in accordance with state law. US citizenship is required. Conviction of a felony may bar appointment.
6. If you pass the examination for No. 36-177 University Police Officer 1 (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test. If you qualified for University Police Officer 1 (Spanish Language), you should also file for No. 36-177 since the qualifications are the same.

Additional Notes:
• Physical/Medical Requirements: Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to: uncorrected distant acuity not less than 20/100 in each eye; corrected distant visual acuity better than or equal to 20/30 (Snellen) in each eye. Candidates must also have satisfactory color vision perception. Failure to meet the standards may result in your disqualification. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, NYS Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.
• Agility: A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. Copies of the agility standards and details may be obtained by writing to the Office of University Police, State University of New York, State University Plaza, Albany, NY 12246. If you are not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by Systems Administration of the State University of New York, and is valid for one year from the date taken.

One processing fee must accompany your application for either one or both of these examinations.

S4/TCE MAS-tmc SEE REVERSE SIDE Issued: 8/28/09
Please visit our website at http://www.cs.state.ny.us/exams for more information
If you pass, your seniority credits, if any, will be included in the computation of your final score. Rank on the eligible list will be determined after adding any wartime veterans' credits to your final passing score.

There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement of the Police recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon

1. written test
2. oral test
3. performance test
4. personal interview
5. physical examination

ADDITIONAL INFORMATION

• Change of address notification is required. All candidates must notify the Commission of any change in their address, including changes of mailing address, telephone number, or e-mail address no later than two weeks before the test date.

• Candidates must meet the standards of eligibility for the position of University Police Officer as established by the New York State Civil Service Commission.

• Candidates must pass a drug screening test and undergo a psychological examination prior to appointment.

• Candidates must pass a physical examination to determine their fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification.

• Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification.

• Psychological Evaluation:

• Reasonable Accommodations in Testing:

• University Police Officer 1 (Spanish Language) No. 36-178

• University Police Officer 1 -2- No. 36-177

HOW TO APPLY:

• The New York State Civil Service Commission requires that you use the Civil Service online application system, powered by Career Fisher.

• If you are interested in the University Police Officer position, you must apply online via the civil service website at http://www.cs.state.ny.us.

• You must register with the Civil Service by creating an account and completing the required information. You will then be able to apply for the University Police Officer position.

• You must pay the non-refundable application processing fee of $5.00 online via a credit card unless you qualify for a waiver.

• You must also submit the required documents, including a resume, cover letter, and any additional information requested by the Civil Service.

• The application deadline is 5:00 p.m. on the last day of the application period.

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